

01T-0071X-86

29 January 1986

MEMORANDUM FOR: Director, Office of Information Technology

FROM: [redacted] Director  
Current Production and Analytic Support

STAT

SUBJECT: Project Officer for Renovation

*Bel,*

On 10 February 1986, CPAS will begin a major project to modernize its Cartography and Design Centers in the GH corridor. This renovation will take place in three phases and is scheduled for completion around the first of September 1986. During the renovation we will have to shuffle around our people, workstations, phones, and computer terminals at least four times in order to stay out of the way of the construction and keep these centers operational. We anticipate having to make numerous requests to your staff to readjust phones, communications lines, and terminals.

In order to ensure that this project goes smoothly, I request that you designate a point-of-contact in your office to coordinate the requests we will be making. As you recall, we used this system during the renovation of the Operations Center last year, and it worked very well. Please have your designated representative contact [redacted] he will be coordinating the project's communication requirements for CPAS. Thank you for your assistance.

STAT

STAT

ILLEGIB